

UPDATED CIRCULAR ON SAFE MANAGEMENT MEASURES REQUIRED FOR HOTELS

1. To slow the rate of transmission and protect the healthcare system, the Multi-Ministry Taskforce (“MTF”) announced on [20 October 2021](#) that it would extend the Stabilisation Phase with effect from 25 October 2021 through 21 November 2021 (both dates inclusive).
2. We strongly urge hotels to continue surveillance and monitoring of potential non-compliance within their premises. STB takes a serious view on establishments who do not comply with the SMMs and will continue to impose strict enforcement actions against all establishments who breach them.
3. The information in this circular (which includes its annexes) supersedes that in previous advisories or statements.

Key Updates:

Reduction in Social Gathering Group Size

1. Allow no more than 2 individuals (including guests and visitors) gathering on any single day in any guest room or in any pair of adjoining guest rooms where the connecting door(s) may be opened by guests during the stay (i.e. inter-accessible rooms), except where the individuals are all from the same household (i.e. same address), and even then up to the maximum number of occupants for the room type, e.g. 2 individuals for a double room, whichever is the lower.

Workplace arrangements

2. **Work-from-home remains the default.** Hotels must ensure that staff who are able to work from home do so. There must continue to be no cross-deployment of staff to multiple premises. Social gatherings at the workplace within hotels will continue to be disallowed.
3. Employees who are unable to work from home will be strongly encouraged to self-test weekly via an Antigen Rapid Test (ART) before working onsite, if tested negative. Similarly, this applies to employees, on-site contractors and vendors, who need to return to the workplace for ad hoc reasons. The ART should be completed within 24 hours before the end of their return to the workplace. Employers should continue to stagger the start times of employees who need to return to the workplace and implement flexible working hours.
4. The MTF further announced on 23 October 2021, that **from 1 January 2022**, only employees who are fully vaccinated against COVID-19 or have recovered from the disease within the past 270 days will be allowed to return to workplaces. Unvaccinated employees will not be allowed to return to their workplaces unless they have tested negative for COVID-19. These employees will bear the costs of testing.

5. Please refer to MOM's advisory on workplace SMMs¹ for more details.

Dining-in at F&B Establishments

6. **Groups of up to 2 individuals will be allowed to dine-in at F&B establishments if all the diners are fully vaccinated².** If a group comprises 2 such children, both children must be from the same household.
7. F&B establishments that are not able to ensure that all dine-in patrons meet the criteria for full vaccination may only operate only take-away and delivery services. At this stage of the transition, entertainment such as live performances, recorded music, and videos/TV screening will continue to be prohibited. Patrons to F&B establishments are also reminded to adhere to all safe management measures and keep their masks on at all times except when eating or drinking.

Marriage solemnisations and wedding receptions

8. Marriage solemnisations may continue with up to 1,000 attendees (including the wedding couple but excluding solemnisers and vendors) in groups of up to 2 individuals. PET is required for all attendees unless the attendee is fully vaccinated. Otherwise, only up to 50 attendees will be allowed without PET.
9. As a special provision, wedding receptions may be allowed to continue with up to 250 attendees, with PET for all attendees unless the attendee is fully vaccinated and with a group size of up to 5 individuals per table.

Sports/Exercise Activities and Classes provided by gyms/ fitness studios

10. Indoor high-intensity activities, where masks are not worn, and classes are capped at 30 individuals
- Allowed in groups of up to 2 individuals if all individuals are fully vaccinated.
11. Indoor activities where masks are worn, and all outdoor activities and classes, are capped at 50 individuals
- Allowed in groups of up to 2 individuals only, irrespective of vaccination or test status.
12. Please refer to SportSG's advisory³ for more details.

Hotels must comply with the prevailing Sector Specific Requirements as outlined in Annex A of the hotel circular and advisories of respective agencies.

¹ <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

² An individual is considered fully vaccinated if he/ she has been: a) fully vaccinated, i.e. has received the full regimen of Pfizer-BioNTech/Comirnaty, Moderna or WHO EUL vaccines, with an additional two weeks for the vaccine to be fully effective, b) recovered from COVID-19, or c) has obtained a negative result on a pre-event test taken in the past 24 hours before the expected end of the event.

³ <https://www.sportsingapore.gov.sg/Newsroom/Media-Releases>

4. The hotel industry plays a critical role in keeping Singapore safe, and it is imperative that the industry remains vigilant and disciplined in maintaining health and safety protocols.

Testing Regimes for Hotels

5. Fast and Easy Tests (FET) Rostered Routine Testing (RRT)

- a. Since 15 July 2021, regular FETs are mandatory for all staff, whether frontline or back-of-house, in the following higher-risk settings:
 - i. Dine-in F&B establishments and settings (e.g. restaurants, club lounge, function rooms, etc);
 - ii. Personal care services (e.g. facial and nail services, spas/ saunas, massage establishments, hairdressing, and make-up services);
 - iii. Gyms and fitness studios where clients are unmasked; and
 - iv. Housekeeping (e.g. laundry, room and public area cleaning).
- b. Staff in the Front Office, Bell Hop/ Concierge, Security who have interaction with customers (for hotels who accept room bookings from 7-day or 10-day persons on Stay-Home Notice (SHN) who can serve SHN at their place of residence).
- c. Staff will not be required to conduct FETs if their business operations are suspended. For businesses that continue to remain open (including F&B outlets that stay open for delivery/takeaways), their staff must continue with the FET requirement.
- d. With effect from 13 September 2021, the mandatory FET RRT regime for staff has been increased to once every week. The Government will subsidise costs for the ART kits and supervisory training under the FET RRT regime until the end of 2021.
- e. For more information on FET, please refer to the [FET notice](#).

6. “Vaccinate or Regular Test” (VoRT) Regime

- a. From 1 October 2021, vaccination, or regular testing in lieu of vaccination, will be required for staff working in higher-risk settings listed in paragraph 5 above. Unvaccinated individuals will have to be tested with an ART kit twice a week. For the small group that remains medically ineligible for vaccines, the Government will subsidise their tests. We strongly encourage all employers to facilitate vaccination for your employees.
 - b. For more information, please refer to the [VoRT notice](#).
7. Vaccination remains critical in our fight against the pandemic. Hotels should also strongly encourage any remaining un-vaccinated employees to get vaccinated.
 8. Hotels which are serving as Government Isolation Facilities must observe split-team arrangements and staff from different teams must not inter-mingle with one another.

9. Hotels should review and reinforce current SMMs and remind employees to take all the prevailing measures seriously even if they have been vaccinated.

A. Implementation of Safe Management Measures

10. Operators of hotels are permitted enterprises allowed to open their premises to carry on the business of providing accommodation. STB, the Ministry of Trade and Industry (“MTI”), Enterprise Singapore (“ESG”), and Ministry of Health (“MOH”) have drawn up SMMs and certain restrictions specifically for hotels. As updated, they are:

10.1. Hotels must comply with the COVID-19 (Temporary Measures) (Control Order) Regulations 2020⁴ and, where applicable, the COVID-19 (Temporary Measures) (Major Business Events — Control Order) Regulations 2021 and the COVID-19 (Temporary Measures) (Performances and Other Activities — Control Order) Regulations 2020⁵ (collectively “Control Order”) as well as the SMMs found in **Annex A**.

10.2. Hotels must not carry on business as Stay-Home-Notice Dedicated Facilities (“SDFs”), Government Quarantine Facilities (“GQFs”), Community Isolation Facilities (“CIFs”) and Swab Isolation Facilities (“SIFs”)⁶ without contracting with the Government.

10.3. Hotels must not allocate accommodation (e.g. accept bookings) to individuals for the purposes of leisure⁷ (i.e. provide leisure bookings) without the prior written permission of MTI.

11. Hotels may resume operations for certain facilities on their premises, subject to compliance with Sector Specific Requirements⁸ in addition to the Control Order. Activities that may continue are summarised below:

11.1. **F&B Dine-in** must comply with the prevailing Sector Specific Requirements by Enterprise Singapore (“ESG”) for F&B establishments.

11.2. **Sports and exercise environments, including gyms**, must comply with the prevailing Sector Specific Requirements by Sport Singapore’s (“SportsSG”) for sports facilities⁹.

11.3. **Pools** must comply with the prevailing Sector Specific Requirements by Sports SG for sports facilities.

11.4. **Spas and wellness services** must comply with the prevailing Sector Specific Requirements for massage establishments and by ESG for retail establishments.

⁴ <https://sso.agc.gov.sg/SL/COVID19TMA2020-S254-2020>

⁵ <https://sso.agc.gov.sg/SL/COVID19TMA2020-S927-2020>

⁶ Hotels contracted for government uses for COVID-19 purposes i.e. SDFs, GQFs, CIFs and SIFs are to refer to table under Paragraph 19 for overview on types of business activities that may resume, subject to approval from relevant authorities.

⁷ Not more than 2 individuals (including guests and visitors) to a guestroom or pair of inter-accessible guest rooms on any single day, except where the individuals are all from the same household (i.e. same address).

⁸ <https://covid.gobusiness.gov.sg/safemanagement/sector>

⁹ For full details, see <https://covid.gobusiness.gov.sg/safemanagement/sector> (see section on “Sports sector enterprises, sports education, and premises with sports facilities”)

- 11.5. **Kids' Clubs / playgrounds** must comply with the prevailing Sector Specific Requirements by ESG for retail establishments.
- 11.6. **Marriage solemnisations and wedding receptions** must comply with the prevailing capacity guidelines¹⁰ and with SMMs in the Sector Specific Requirements¹¹.
- 11.7. **Training and professional development classes organised by a permitted enterprise of ≤ 50 pax including the trainer**¹² must comply with SMMs in this circular.
- 11.8. **Work-related events** held outside of workplaces/own premises (which include consumer-facing events (such as product launches / branding events) and work meetings (among colleagues or with external parties, training, board meetings, HR talks, townhalls, seminars, corporate retreats, conferences on business strategies, Annual/Extraordinary General Meetings, tender briefings to vendors and award ceremonies)) must comply with SMMs on MOM's¹³ and ESG's¹⁴ advisories.
- 11.9. **MICE Events and live performances** held in hotels must comply with the prevailing capacity guidelines and must comply with the prevailing Sector Specific Requirements for Business Events and NAC for live performances¹⁵.

More details on requirements are available from MOH¹⁶, STB¹⁷, MOM¹⁸ and NAC¹⁹.

12. While the majority of the SMMs mentioned in this circular (including its annexes) are drawn from the Control Order and are summarised for the convenience of hotels, this circular is not exhaustive, and the prevailing Control Order will prevail in case of any inconsistency.

B. Applications to Provide Leisure Bookings

13. Any hotel that wishes to resume allocation of accommodation to guests for the purposes of leisure (i.e. provide leisure bookings) must do the following in order to be considered for re-opening:

¹⁰ Capacity guidelines excludes the Solemniser (for solemnisation), vendors and hotel staff. Vendors and hotel staff should be kept to the minimum required. Please refer to MOH's guidelines at moh.gov.sg/covid-19/pet for more information on pre-event testing.

¹¹ <https://covid.gobusiness.gov.sg/safemanagement/sector> (See "Marriage Solemnisations and Weddings Receptions")

¹² Excludes hotel staff.

¹³ <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

¹⁴ https://www.enterprisesg.gov.sg/-/media/esg/files/covid-19/safe-distance/fb_smm_annexb.pdf?la=en

¹⁵ "MICE events" refer to business-oriented events such as meetings, conferences and exhibitions arranged or with more than 50 participants (which are not held for individual consumers to attend) to (a) discuss or negotiate matters relating to trade, commerce or finance, professional practice or matters, health, arts, science, technology, industry, economics, industrial relations, security, international affairs, the environment or any other cause or matter, whether or not of a similar kind; (b) temporarily exhibit or display goods of any kind for the purposes of sale or supply; or (c) promote the trading of goods or the provision of services.

¹⁶ <https://www.moh.gov.sg/news-highlights/details/going-back-to-phase-2-heightened-alert>

¹⁷ <https://www.stb.gov.sg/content/stb/en/home-pages/faq-on-covid-19.html#BusinessEvents>

¹⁸ <https://www.mom.gov.sg/covid-19/frequently-asked-questions/safe-management-measures>

¹⁹ <https://www.gobusiness.gov.sg/safemanagement/sector/> (see section on "Arts and Culture")

- 13.1. Comply with the Sector Specific Requirements for leisure bookings also found within **Annex A** and any additional SMMs proposed by the hotel in its application, over and above compliance with the Control Order and all other applicable SMMs and the Sector Specific Requirements applicable to hotel facilities.
 - 13.2. Submit the application found at **Annex B** through STB via go.gov.sg/localbookingapplication. STB and MTI will take up to 14 working days to assess each application.
 - 13.3. Undergo an inspection scheduled and conducted by STB as part of the assessment process.
 - 13.4. Resume allocation of accommodation (i.e. accepting bookings) only after receiving approval, if any, from MTI.
14. The details in this circular are provided to help hotels develop their plans and implement the necessary SMMs for providing leisure bookings safely. These plans will have to be tailored to the specific nature of operations in each hotel, and potential risk factors arising from localised factors such as the physical premises and layout, environment, scale of operations, and typical guest behaviour.
15. Hotels must also address key outcomes in their application to reduce potential transmission risks and support contact tracing efforts. Risk factors for hotels to consider include proximity between guests, propensity for crowds to form, level of activity and number of high-touch surfaces.
16. Each application must show how the hotel will achieve all the following key outcomes:

Outcomes
1. Ability to meet density requirements <ul style="list-style-type: none">• Limit occupancy of guest-accessible public spaces to no more than 1 person per 10sqm (excluding hotel staff) at any point in time• Implement more stringent safe management measures at areas where guests and staff spend more time, as opposed to areas which see more transient traffic
2. Reduce face-to-face mingling among guests, between employees and between staff and guests <ul style="list-style-type: none">• Stagger timings for guests to be at hotel lobby and guest facilities, and employees at back-of-house work environment
3. Ability to disperse crowds and prevent bunching
4. Mandatory implementation of Trace Together-only SafeEntry
5. Implement rigorous cleaning and disinfecting regimes, particularly for high touch elements

17. The application must also detail plans addressing operational areas such as SMMs for visitors and workplaces, response plans (to handle unwell guests, suspected/ confirmed cases), and marketing and communications plan for re-opening.

18. Hotels whose applications are approved must submit the information described below:

- 18.1. Submit a set of required data on the first and/or last Friday of the month, as informed by STB, before 10am via go.gov.sg/covid19-hotelupdates. This information will be used only as internal reference for public policy purposes, and will not be shared with other hotels.
- 18.2. Submit the number of staff who are working on-site within 2 weeks of the date of resumption of on-site operations for leisure bookings following approval from MTI via <https://covid.gobusiness.gov.sg>. Inform STB immediately whenever there is a positive COVID-19 case at the hotel²⁰, providing such particulars of the case as may be requested by STB.

C. Resumption of Operations for Certain Facilities of SDFs, CIFs and GQFs

19. For hotels that are currently serving as SDFs, CIFs and GQFs, please refer to the table below for an overview as to what facilities may operate.

Business activities	Assessments and approval required
F&B dine-in, takeaway, delivery Ballrooms/ Function rooms/ other amenities (Spa/ Gym/ Swimming pool etc.)	Subject to assessment and approval by the relevant authorities. Hotels to submit requests and the following plans to the respective officer from SLA that your hotel has been liaising with: <ul style="list-style-type: none"> • Physical premises segregation and security plans • Other safe management measures to provide a safe environment for customers and workers
Allocating accommodation to individuals for the purposes of leisure (i.e. providing leisure bookings)	Subject to assessment and approval by the relevant authorities. Subject to STB's assessment and MTI's approval of application under Section B above. Hotels must also submit requests and the following plans to the respective officer from SLA that your hotel has been liaising with: <ul style="list-style-type: none"> • Physical premises segregation and security plans • Other safe management measures to provide a safe environment for customers and workers

D. Enforcement of Safe Management Measures

²⁰ Includes guests and visitors that have patronised or visited the hotel, and hotel staff.



**Passion
Made
Possible**



20. STB will conduct enforcement checks to ensure compliance with SMMs, including SMMs proposed in the application of the hotel. Enforcement action will be taken against offenders who operate without the requisite MTI approval (e.g. providing leisure bookings) and/or fail to comply with SMMs.
21. Under the COVID-19 (Temporary Measures) Act passed in Parliament on 7 April 2020, first-time offenders may be fined up to \$10,000, imprisoned up to six months, or both. Repeat offenders may be fined up to \$20,000, imprisoned up to twelve months, or both. Under the Infectious Diseases (Mass Gathering Testing for Coronavirus Disease 2019) Regulations 2021, businesses that fail to comply with requirements thereunder will face a fine not exceeding \$10,000 and attendees that fail to comply will face a fine not exceeding \$5,000 or to imprisonment for a term not exceeding 6 months or to both. Also under the Act, businesses that are not compliant may be ordered to cease business activities or close altogether. Businesses that do are not compliant may also be ineligible for government grants, loans, tax rebates and other assistance.
22. For any enquiries, please contact STB.

[Annex A – Checklist of Safe Management Measures for Hotels](#)

[Annex B – Application Form Template](#)

SINGAPORE TOURISM BOARD
Updated as of 1 November 2021